



CITY OF HOUSTON

Administration and Regulatory Affairs Department
Strategic Purchasing Division

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November 29, 2011

Subject: Letter of Clarification No. 6
Office Supplies

Reference: Invitation to Bid (ITB) No.: S06-S24031

To All Prospective Suppliers:

This Letter of Clarification is issued for the following reason:

- To revise the above solicitation as follows:
 - 1) At the e-bidding website, disregard **"NOTICE TO SUBMIT BID ELECTRONICALLY."**
 - 2) The Best Value Bid (BVB) shall be submitted in accordance with the procedures stipulated in the **"Special Instructions to Offeror(s), Page 2, Provision 1.0 Submittal Procedure"**.
 - 3) All pricing shall be completed as stipulated in **"Exhibit II", page 46 of the BVB.**
 - 4) Bidder shall complete the **MANUFACTURER'S PRICE LIST NAME, PRICE LIST FORM NUMBER AND PRICE LIST DATE** in identified location on **Exhibit VI.**

This Letter of Clarification will be considered part of the solicitation referenced above.

Furthermore, it is the responsibility of each Supplier to obtain any previous Letter(s) of Clarification associated with this solicitation.

Tywana L. Rhone
Purchasing Manager
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TLR:DRH:tlr

cc: File

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